

MU-SPIN Guidelines for Video Conference Presenters



- ◆ **THINK SIMPLE!** Avoid use of language that people outside your discipline will not understand. This applies to both scientific jargon and acronyms. You as the presenter may know what it means, but probably few others in the audience will. If presenters use scientific jargon, they will quickly lose the audience, and the impact of an otherwise good presentation may be lost. Make sure that people with no knowledge of your discipline can understand the major points of your presentation, and then add more detailed material for those who can benefit from it. Remember, you are trying to bring people into scientific research. Their interest may be lost if they can't follow the presentation.



- ◆ **THINK BIG!** For presenters with a written presentation, either as transparencies or electronic, be aware that slides transmitted over video conferencing lines lose a lot of resolution, and must be viewed by people who may be at some distance from the local TV screen. Use a point size of 36 for your text to ensure readability, and a white background with black text is also advised. Also avoid use of small graphics and most kinds of web pages, which often have fine details and small text that are impossible to see after transmission across video conferencing lines.
- ◆ **THINK AHEAD!** If possible, provide a designated contact at all sites with a copy of handouts for your presentation ahead of time, so that the person can have time to make copies to hand out to participants. This will make it much easier for the audience to follow, and is particularly important if your presentation cannot for one reason or another meet the size recommendation above.

If you have any questions, please contact the [MU-SPIN Multimedia Coordinator](#) at: multimedia@muspin.gsfc.nasa.gov or at (301) 286-0549. For further information please visit us at:

<http://muspin.gsfc.nasa.gov>